



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 October 2019

Reference: LBN/CO/IC/158/19

Country: Lebanon

Description of the assignment: International Urban Analysis Assistant Consultant to assist in the development of neighborhood profiles.

Project name: Neighborhood Profiles.

Period of assignment/services: 45 working days over a period of 2 months not to exceed 30 of December 2019.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **21 October 2019 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been operational in Lebanon since late 2006 following the Israeli War in the south of the country, facilitating the reconstruction of over 30,000 houses. In addition to the ongoing projects in the fields of sustainable urbanization and local governance, UN-Habitat is actively engaged in reforming urban planning system in Lebanon.

With the continuation of the war in Syria, which is in its eighth year, Lebanon has been facing a critical political and socioeconomic situation resulted from the impact of the war and the influx of around 1.5 million refugees against a host population of 4 million. The Government of Lebanon has rejected to establish collective camps, as a result, the refugees from Syria have settled across the country where affordable shelter has been available, with concentrations in the larger urban areas.

UN-Habitat's Programme focuses on the following areas: emergency shelter and housing, water, sanitation and hygiene (WaSH), solid waste management, and urban crisis response, including urban crisis analysis such as city profiles and neighbourhood profiles. UN-Habitat works closely with United Nations agencies, local and international non-governmental organization ([I]NGO) partners as well as national and local authorities to implement its programmes at national, governorate and municipal levels.

In 2015, UN-Habitat established a programme focusing on the main cities in Lebanon, aiming at gathering relevant urban data and investigating the current state of the largest cities in Lebanon and impact of the recent refugee influx. The studies focus especially on the most deprived urban neighbourhoods, and thus provide up-to-date analysis to international and national stakeholders to inform programme and funding prioritization, as well as develop well-adapted urban responses and neighbourhood strategies. Within focus neighbourhoods, UN-Habitat is developing project and design solutions to respond to the identified needs in line with the priorities expressed by community and local authorities.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Consultant shall partake in urban analysis, data visualization and mapping by delivering online reports on neighbourhood context, as well as socioeconomic and built sectors. In specific, he/she will have to deliver the following:

- Conduct desk reviews of available information on urban contexts and vulnerabilities in neighbourhoods selected for profiling.
- Process collected qualitative and quantitative data through data coding and content analysis.
- Write original analysis for the aforementioned sectors for 2 neighbourhoods.
- Design the visual representation of data in the form of maps, infographics, diagrams etc. for 2 neighbourhoods
- Deliver creative and innovative ideas for print, electronic, web-based and/or animated presentations for reported work, if needed.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Experience:

- 3 years of relevant work experience in humanitarian and/or development sector
- Professional background in architecture, urban studies or social studies

Academic Qualifications:

- Master's degree or equivalent in Urban Planning, Architecture, or related field.

Competencies:

- Proven skills in urban analysis
- Knowledge of mapping and urban analysis methodologies
- Understanding of urban information management and data visualization
- Skilled in the visual, written and verbal communication of design/graphic issues
- Excellent command of English language

Desired:

- Relevant experience in the United Nations.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical Proposal:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;

- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<i>Technical Competence</i>	<i>70%</i>	<i>100</i>
Academic Qualifications (relevant) Master's degree in Urban Planning, Architecture, or related field: 23 points Relevant trainings/certificates: Additional 2 Points		25
Years of Relevant Experience 3 years: 18 points 1 additional point for each extra year		25
Technical Experience Experience in urban analysis: 15 points Knowledge of mapping methodologies, urban information management and data visualization: 5 points Knowledge of the UN is an asset: 5 points		25
<u>Interview</u>		25
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all international consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all documents.

Incomplete applications will not be considered.

ANNEXES**ANNEX I - TERMS OF REFERENCE (TOR)****ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS****ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**